

**UNITED STATES BANKRUPTCY COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

Instructions for Withdrawal of Unclaimed Funds

The following guidelines apply to all applications for payment of unclaimed funds. To assist in safeguarding against fraudulent claims, all such applications must adhere to the following guidelines:

Applications for payment of unclaimed funds will only be processed when filed by either the owner of the funds or the owner's duly authorized agent or representative. The application must include the following information and/or documentation:

- The debtor's name and case number.
- The exact dollar amount of the dividend check(s) issued by the trustee to the original creditor/claimant and tendered to the court as unclaimed funds.
- The full name, address and telephone number of the person or entity that is the original owner of the funds.
- Applicant's daytime telephone number.
- If claimant moved since the distribution of funds, list the prior address.
- Positive identification (copy of current driver's license or passport).
- A brief history of the claim from the time of the filing of the original claim to the present, addressing possible reasons (such as change of address, any sale, merger, consolidation, buy-out, dissolution, marriage or death of the original creditor/claimant and relative supporting documentation) for the funds not being deliverable at the time of the initial distribution.
- If applicant is the agent or representative of the owner of the funds, a statement that the owner of the funds has authorized the agent or representative to collect the funds, supported by an original power of attorney containing the notarized signature of the owner of the funds and such grant of authority.
- Statement that under penalty of perjury the information being provided is true to the best of the applicant's knowledge, information, and belief.
- Certificate of official notice to the U.S. Attorney.

Upon receipt of the application, the financial department will review the application and supporting documentation for completeness, verify that the requested funds remain on deposit with the Court, and forward the application and supporting documentation to the Chief Bankruptcy Judge for final disposition.

All checks issued as a result of an application submitted by an attorney or "funds locator" who has been retained by the claimant or other party entitled to the funds shall be made payable to the applicant **and** the claimant (or successor in interest to the original claimant). If the application is signed by an individual on behalf of a non individual, the check will be issued in the non individual (i.e. company) name.

Questions concerning these guidelines should be directed to the Chief Financial Officer, U. S. Bankruptcy Court, P.O. Box 3777, Little Rock, Arkansas 72203, (501) 918-5512 or (501) 918-5510.